



## MINUTES OF THE MONDAY NOVEMBER 21, 2016 CIP APPROVALS COMMITTEE (CIPAC) MEETING

A meeting of the CIP Approvals Committee (CIPAC) held on Monday November 21, 2016, at 5:00 p.m. at the Township Office, 90 Main Street South, Alexandria.

**PRESENT:** Karen Davison Wood, Committee Chair  
Daniel Gagnon, CAO  
Michael Madden, Alexandria & District Chamber of Commerce  
Jeff Manley, Councillor  
Kerri Strotmann, EDO

**REGRETS:** Nathalie-Anne Bussière Arts, Culture Heritage Committee  
Deirdre Hill, Maxville & District Chamber of Commerce  
Gerry Murphy, Chief Building Officer  
Carma Williams, Councillor

### 1. CALL TO ORDER

The meeting was called to order at 5:04p.m.

### 2. ACCEPT AGENDA

**Moved by:** Jeff Manley

**Seconded by:** Michael Madden

That the Agenda of the CIP Approvals Committee meeting of November 21, 2016, be accepted.

**Carried.**

### 3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest expressed by the members present.

### 4. RATIFY THE MINUTES OF OCTOBER 17, 2016

**Moved by:** Jeff Manley

**Seconded by:** Michael Madden

That the minutes of the October 17, 2016, CIP Approvals Committee (CIPAC) meeting be accepted as presented.

**Carried.**

## 5. AGENDA ITEMS

### **a. Composition of the CIPAC and presence of members**

- Daniel confirmed that the CBO will provide comments on the applications prior to the meeting and when necessary, Jacob Forget, Inspector, will attend the CIPAC meetings.

### **b. Mill Square Crosswalk – Update**

- Kerri provided the committee with an update on the Mill Square crosswalk.
  - Due to the temperature, the red thermoplastic coating will be applied in the spring.
  - The white strips on either side have been added.
  - The courtesy crosswalk signs have been ordered.
- In spite of a reduction in speed to 40km, vehicles are still travelling too fast. The committee suggests the temporary installation of the digital speed recording signs used by the OPP. They also suggest finding volunteers to slow traffic, as was done in the past by the Alexandria Business Association.

### **c. Re-Painting of clay brick - Update**

- At the request of the committee, Kerri contacted each of the owners requesting access to CIP funding to paint/repaint the clay brick facing material. Each of the owners was informed of the CIPAC's willingness to work with them on a solution to improving their building and that repainting may be considered on a case-by-case basis provided a professional assessment is submitted as part of the CIP application.
- **3 Main Street South, Maxville (LCBO)**  
Oct 28, 2016: Voicemail left for Mr. Ron Metcalfe followed by an email stipulating that the committee is willing to consider the repainting of existing painted brick, provided a written assessment by a professional is submitted. The owner was also informed that the original unpainted brick on parapet may not be painted.
- **17 – 19 Main Street South, Alexandria**  
Oct 28, 2016: Kerri spoke to the owner, M-J Decoste. The owners had Keith Kennedy, Historical Mason, evaluate the condition of the brick. The verbal report confirmed that the brick could be painted, but not cleaned as the paint is helping to maintain the cohesiveness of the deteriorating brick. Kerri informed the owner that a written assessment will be required when the CIP application to repaint the brick is submitted.
- **28 Main Street North, Alexandria**  
Nov 14, 2016: Kerri met with the owner, R. Decoste. Keith Kennedy, Historical Mason confirmed the brick is in good shape with a few repairs and some repointing required. The owner will not pursue the painting of the brick.

**d. Approval of CIP Grant Payment**

- i) 5 – 7 Main Street South, Alexandria

**Moved by:** Jeff Manley

**Seconded by:** Michael Madden

That the CIP project at 5 - 7 Main Street, Alexandria, has been completed as per the plans approved by Council on March 29, 2016, and as per the requirements of the Letter of Agreement for the Municipal Incentive Program signed by the applicant on May 5, 2016. A total of \$9,285.35 shall be paid to Vaella Holdings Inc. (Jean Vaillancourt), representing:

- 1) The sum of **\$785.35** (Seven Hundred and Eighty-Five dollars and Thirty-Five cents), in the form of a **Planning and Design Grant (Program A)**. This grant is payable in two (2) equal installments. The first installment was paid on May 13, 2016, in the amount of \$392.68. The second installment of \$392.67 is to paid;
- 2) The sum of **\$5,000.00** (Five Thousand dollars), in the form of a **Building Improvement and Infill Grant (Program B)**;
- 3) The sum of up to **\$1,500.00** (One-Thousand Five-Hundred dollars), in the form of a **Commercial Signage Grant (Program C)** ;
- 4) The sum of up to **\$2,000.00** (Two-Thousand dollars), in the form of a **Landscaping Grant (Program D)**;
- 5) No grant shall be paid in the form of a **Building Permit Fee Grant Program (Program E)**, as no permit was issued for exterior renovations for the work subject to the CIP;

**Carried.**

**e. Review of Projects Submitted**

- i) **8 Main Street North, Alexandria (A. Bauer)**

Further to the application submitted to the October CIPAC meeting for lighting over the CIP-approved commercial sign, emails were sent on October 20<sup>th</sup> and November 17<sup>th</sup> requesting additional information.

- ii) **17 – 19 Main Street South, Alexandria (R. & M-J. Decoste)**

On October 24, 2016, Resolution #3 was adopted by Council approving the grant application and the interest-free municipal loan. On November 15<sup>th</sup>, both Letters of Agreement were signed and the cheque for the municipal loan issued.

- iii) **69 Main Street South, Alexandria (C. Paulenco)**

On October 4, 2016, a meeting was held with the owner to discuss her CIP approved project and her intention to proceed. The owner was also sent written confirmation that the approved grant was reduced by 30% to account for personal labour. A follow-up email was sent on November 17<sup>th</sup> to determine whether the owner intends to proceed with the project.

- iv) **20 Main Street South, Maxville**

There have been no developments with this project as Daniel Gagnon has been unable to meet with the owner.

i) **28 Main Street North, Alexandria**

Project:

Repainting the woodwork; New storefront window; Restoration of transom windows and two new antique-inspired entry doors, Repair and repoint bricks; Repair to entry steps.

Moved by: Michael Madden

Seconded by: Jeff Manley

That the Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the approval of the below-listed elements of the project, as they demonstrate the restoration of one of the original "red brick district" heritage buildings that respects the CIP design guidelines and the original characteristics of this important edifice.

- Preparation and painting of the woodwork, cornice, window frames, 2<sup>nd</sup> floor doors and arches in black;
- Repair and replacement of storefront window.
- Restoration of original transom windows above the entrance doors;
- Replace 2 entrance doors with antique-looking black doors and hardware;
- Re-point and repair red brick
- Cement work to front entry steps, including interlock

The following considerations accompany the favourable recommendation:

- 1) That new civic address signs in the style adopted by the municipality for the purposes of the CIP, be incorporated into the project.

Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
A. Planning & Design Grant			
B. Building Improvement & Infill Grant	-Preparation and painting of the woodwork, cornice, window frames, 2 <sup>nd</sup> floor doors and arches in black; -Repair and replacement of storefront window. -Restoration of original transom windows above the entrance doors; -Replace 2 entrance doors with antique-looking black doors and hardware; Re-point and repair red brick	\$6,469.25 representing 50% of the building improvement work for the front facade	\$5,000.00 representing the maximum grant allotted for building improvements to the front façade under Program B.
C. Commercial Signage, Civic Address Signage & Commercial Awning Grant			
D. Landscaping & Public Art Grant	-Cement work to front entry steps, including interlock	\$1,695.00 representing 50% of the cost of the landscaping.	\$1,695.00 representing the amount allotted for landscaping under program D
E. Building Permit Fee Grant		Up to \$750, pending confirmation from Building Department	Up to \$750
F. Tax Increment Grant	To leverage the increased assessment and property taxation for work directly attributable to the CIP	TBD	TBD pending MPAC reassessment upon completion of the work.
G. CIP Municipal Loan Program	For work eligible under Program B.	Between \$5,000 and \$10,000	Between \$5,000 and \$10,000
<b>TOTAL PROJECT COST: \$16,328.50</b> <b>TOTAL ELIGIBLE GRANT: \$6,695.00 + Building Permit Fee Grant</b> <b>TOTAL ELIGIBLE LOAN: \$5,000 – 10,000</b>			

Carried

**f. Amendments to CIP**

Deferred to a subsequent meeting.

**6. NEW BUSINESS**

There was no new business to discuss.

**7. CORRESPONDENCE**

- Invitation to Grand Opening of Left & Write Paperie

**8. NEXT MEETING**

The next meeting of the CIPAC will take place on Monday December 5, 2016 at 5:00p.m. at the Township Office.

**10. ADJOURNMENT**

The meeting was adjourned at 5:50p.m.

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Recording Secretary – Kerri Strotmann